

RESTRICTED

29 December 1950

MEMORANDUM FOR: General Counsel
Comptroller
Chief, Procurement
Personnel Director
Director of Training
Chief, Medical Staff
Chief, Administrative Services
Chief, Inspection and Security

SUBJECT: Administration Staff Meeting.

230
1. The next meeting of the Administration Staff will be held at ~~2:00~~ PM, 3 January 1951, in the conference room of the Deputy for Administration.

2. The above addressees will please submit in writing to the undersigned all items they wish included in the agenda. These items must be received not later than 12:00 noon, 2 January.

JAMES A. ANDREWS
Advisor for Management

25X1

RESTRICTED